

Change of Address Notification

****Please be advised that ALL change of addresses that take place within the city limits of Dunwoody will need to be pre-approved by the Zoning Department to determine if business operations may continue at the new location.**

Moved Business	() Moved outside of Dunwoody city limits		() Moved within Dunwoody city limits	
	Owner/Applicant Name:		Owner/Applicant Address:	
	Business/Corporation Name:		DBA Name:	
	Dominant Business Activity:		License #:	
	Old Address/Location:		Date Moved:	
	Old Bill To/Mailing Address:			
	New Address/Location:		Telephone Number:	
	New Bill To/Mailing Address:			

****Financial Information below must be completed for all businesses that have moved outside of the city limits of Dunwoody.**

Financial Information	Please list below the actual gross receipts and number of employees in the Dunwoody office of the year in which the business has moved outside of the city limits of Dunwoody (From January 1 st of the current year until closed/sold/moved out of Dunwoody).	
	Georgia Open Records Act prohibits public viewing of gross receipts. The public may view other information on this form.	
	2016 Actual Dunwoody and Georgia Gross Receipts	\$ _____
	2016 Actual Dunwoody Employees (at least one, includes owner/operator)	# _____

Signature _____ Position _____ Date _____

****If your change of address is approved by the Zoning Department, the Finance & Administration Department will mail you a revised occupational tax certificate. If your change of address has been denied due to zoning issues you will be notified.**

OFFICE USE ONLY:	Class ____ Type _____ H.O.P. _____ District _____ Lot _____ Block _____ Parcel _____
Zoning:	Approved by _____ Denied by _____ Date _____ Denial Reason _____
Pending Items:	C.O. ____ Fire ____ Health ____ Sanitation Service ____ State License ____ Insurance ____ Police ____ Other ____
Business License Items:	Primary ID# _____ Owner's ID# _____ Bill to ID# _____